### 3.0

### **NOTICE OF HEARING**

This process shows the steps and screens required for you to complete a Notice of Hearing using CM/ECF.

Step 1 - Click on the Bankruptcy hyperlink on the blue CM/ECF Main Menu Bar.

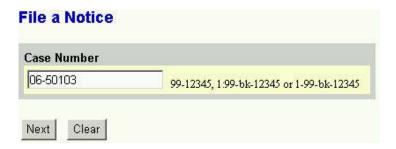


**Step 2** - The BANKRUPTCY EVENTS screen displays.



Click on **Notices** hyperlink.

**Step 3** - The CASE NUMBER screen displays.



Enter the case number for the appropriate case. Click the [Next] button.

**Step 4** - The EVENTS screen displays



Select **Notice of Hearing** from the list of events. (If this is for co-debtor relief, chose "Notice of Time to Respond").

Click the [Next] button.

**Step 5** - The SELECT PARTY screen displays



Select the party that the filing attorney is representing from the list. If the correct party does not appear in the drop down box, click **Add/Create New Party** and complete the information. For more details on adding parties, see separate instructions: Adding Parties.

Click the [Next] button.

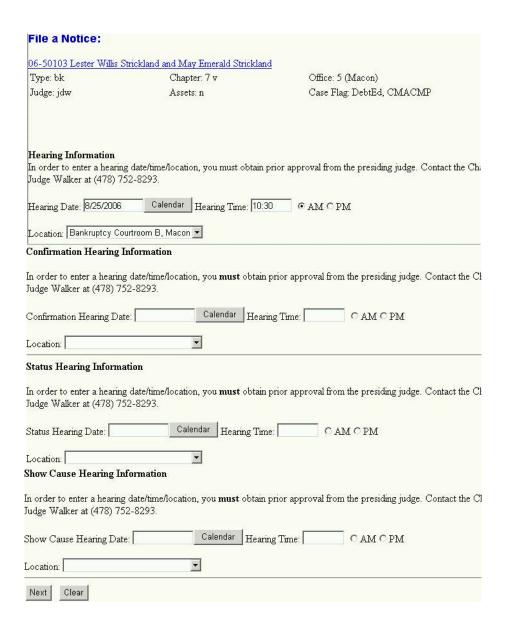
**Step 6** - The SELECT PDF screen displays



Select the .pdf file to associate with this event. For more detailed information about .pdf files, see separate instructions: How to Convert Documents to PDF.

Click the [Next] button.

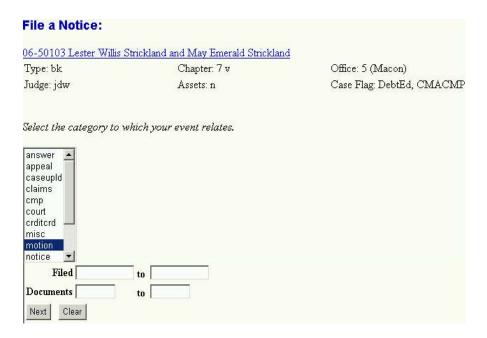
# **Step 7** - The HEARING INFORMATION screen displays.



Enter hearing information ONLY for the type of hearing associated with the motion being filed. Be sure to enter the location of the hearing from the drop down menu.

Click the [Next] button.

# The following screen displays:



Chose the category to which the notice should be associated with. Search can be narrowed by entering data in the "Filed ...to" and "Documents ...to" fields. Click the [Next] button.

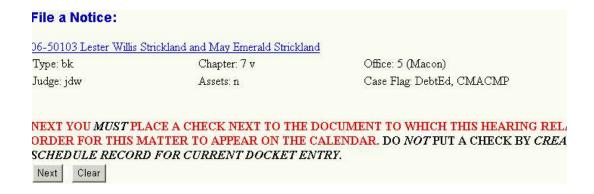
**Step 8** - The next screen should display all motions in the case.



Check the box next to the motion the notice of hearing is associated with. Click the [Next] button.

An advisory message appears to alert you that on the next screen, you must place a check in the box next to the document that your Notice of Hearing relates to and **NOT** to place a check in the box next to the statement: "create a schedule record for current docket entry."

Click the [Next] button to display the screen referred to in this advisory message.

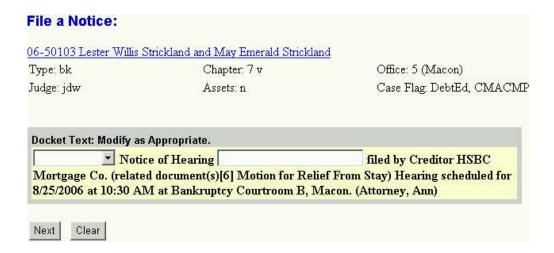


Step 9 - The SCHEDULE RECORDS screen appears next.

File a	Notice:		
06-501	03 Lester Willis Strickland a	and May Emerald Strickla	and
Type: bk		Chapter: 7 v	Office: 5 (Macon)
Judge: jdw		Assets: n	Case Flag: DebtEd, CMACMP
Туре	hrg		
Date	8/25/2006		
Time	10:30	5	
Location	on Bankruptcy Courtroom I	3, Macon	
Promp	t		
Select f	~	tries those which the abov	cket entries specified below. re schedule records should be associated with.
<b>▽</b> 07/0:			, filed by Creditor HSBC Mortgage Co. Hearing so troom B, Macon. (Attorney, Ann)
Next	Clear		

Place a check mark in the box next to the motion that the notice of hearing is associated with. **DO NOT** check the box next to Create Schedule record for current docket entry.

Step 10 - The DOCKET TEXT: MODIFY AS APPROPRIATE appears.



Use the drop-down menu if necessary. There is also a text box to enter additional information if necessary.

Click the [Next] button.

**Step 11** - The FINAL DOCKET TEXT screen appears.



This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.

If the docket text is incorrect, click the [Back] button to find the screen you need to modify. To abort or restart the transaction, click an option on the blue CM/ECF Main Menu Bar.

Click [Next] button if correct.

# Step 12 - The NOTICE OF ELECTRONIC FILING screen displays.

Notice of Electronic Filing

The following transaction was received from Attorney, Ann entered on 7/5/2006 at 9:56 AM EDT and filed on 7/5/2

Case Name: Lester Willis Strickland and May Emerald Strickland

Case Number: 06-50103

Document Number: 7

#### Docket Text:

Notice of Hearing filed by Creditor HSBC Mortgage Co. (related document(s)[6] Motion for Relief From Stay) Hea scheduled for 8/25/2006 at 10:30 AM at Bankruptcy Courtroom B, Macon. (Attorney, Ann)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: C\Documents and Settings\casemanager\Desktop\EVENT LIST May 2006.pdf

Electronic document Stamp:

[STAMP bkecfStamp\_ID=970768733 [Date=7/5/2006] [FileNumber=2718-0] [78 528a833b219c0eeb7dd7ef9f0a7cc0b11f739bf5673a6e5b4f00fbba26a9bf12f37ab4

0e2b07f791a6f95c29e98b2553704974c2c84bd77adcf1922f5c8fbf11